



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

California State Office
2800 Cottage Way, Suite W-1834
Sacramento, CA 95825
www.ca.blm.gov



January 30, 2004

In Reply Refer To:
1535 (CA-944)P

EMS TRANSMISSION: 1/30/04
Instruction Memorandum No. **CA-2004-014**
Expires: 09/30/05

To: All Field Office Managers

From: State Director

Subject: FY2004 Real Property Inventory and Certification

DD: 4/30/04

Please find the attached copy of Instruction Memorandum No. BC-2004-016, describing the procedures and requirements for conducting the FY2004 Real Property Inventory and Certification Process.

A copy of the Fixed Asset Report (FA300) for the Real Property located within the boundaries and/or operated and maintained within your Field Office area will be forwarded to you under separate cover. You must validate the completeness and accuracy of the information contained in the FA300 Report. Annotate any changes, additions, or deletions on the FA300 report for each item at each site. Remember deleting items from the system is just as important as additions.

Real Property sites that are currently not in the Fixed Asset System must be added. This will require the following documentation:

- Acquisition documents
- Copies of Receiving Reports (with acquisition date information)
- 1310-11 (Project Completion Form)
- 1530 Property Forms (as applicable)
- Financial Payment Documents

The Real Property Inventory must be completed, certified, and submitted to the State Office no later than COB on **April 30, 2004**. Please direct any questions to Wilma Kominek at 916-978-4531.

Signed by:
James Wesley Abbott
Associate State Director

Authenticated by:
Richard A. Erickson
Records Management

Attachment:
IM No. BC-2004-016 (12 pp)

United States Department of the Interior
BUREAU OF LAND MANAGEMENT
National Business Center
Denver Federal Center, Building 50
P.O. Box 25047
Denver, Colorado 80225-0047
<http://www.blm.gov/nbc>

In Reply Refer To:
1530 (BC-653) P

December 19, 2003

EMS TRANSMISSION: {12/22/03}
Instruction Memorandum No. BC-2004-016
Expires: 9/30/2005

To: All Field Officials
Attn: State and Field Office Property Managers

From: Director, National Business Center

Subject: FY 2004 Real Property Inventory and Certification **Due Date: 05-14-04**

Program Area: Real Property Management

Purpose: This Instruction Memorandum (IM) sets forth procedures and requirements for conducting the FY 2004 Real Property inventory and certification process.

Policy/Action: All Bureau of Land Management (BLM) offices that have accountability for real property assets must conduct the FY 2004 Real Property inventory. This inventory should be accomplished utilizing information found in the FA300, Real Property Management Inventory report. Specific responsibilities are outlined in Attachment 1, while Attachment 2 lists procedures and steps for conducting real property inventories. Real Property inventories must be certified using attachment 3, Real Property Inventory certification. The Real Property capitalization threshold changed to \$100,000 per item effective October 1, 2003. Please note this change as you complete your inventories.

Timeframe: This IM is effective upon receipt. The submission of all supporting documents for data corrections, additions, disposals, and the inventory certification is due to BC-653, Property Operations Branch, no later than May 14, 2004.

Budget Impact: The effect on the budget is minimal.

Background: During the FY 2003 audit, the BLM received a Notice of Finding and Recommendation (NFR) focusing on untimely additions and deletions in Real and Personal Property. This is a repeat finding from the FY 2002 and FY 2001 financial audit. Continued emphasis and attention is needed to ensure timely accounting for all new property assets and the efficient disposal of obsolete assets.

Close coordination among Property Managers/Technicians, Engineers, and Bureau Accountable Officers is required to ensure the effectiveness of the annual inventory.

Your diligent attention is needed to help ensure that our assets are properly accounted for and that adjustments to Bureau records are made efficiently. A thorough and complete inventory will help the Bureau maintain its unqualified or “clean” audit opinion for the FY 2004 financial statements audit.

Manual/Handbook Sections Affected: BLM Guidebook, G-1520-1, Real Property Management.

Coordination: This document was coordinated with the National Business Center’s (NBC’s) Program Management Branch (BC-612) and Property Operations Branch (BC-653).

Contact: If there are any questions regarding the inventory or certification process, please contact Andra Gerstenkorn at 303-236-9403 or David Carroll at 303-236-9426.

Signed by:
Thomas F. Boyd
Director, National Business Center

Authenticated by:
Fran Boyd
Staff Assistant

4 Attachments:

- 1 – Real Property Inventory Responsibilities (2pp)
- 2 – Procedures and Steps for Conducting Real Property Inventories (2pp)
- 3 – Real Property Inventory Certification (1pp)
- 4 – Real Property Inventory Facility Outline (5pp)

Directives forwarded to State Director, CA-940, CA-944, D. Maxcy, W. Kominek 12/22/03



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

California State Office
2800 Cottage Way, Suite W1834
Sacramento, CA 95825
www.ca.blm.gov



Real Property Inventory Responsibilities

General Responsibilities:

Inventory responsibilities must be shared between field office property management staff, fire/recreation employees as applicable, and engineering personnel.

State Office Property Managers shall:

- Upon receipt of the IM, inform Field Office Managers of timelines for completion to meet the May 14, 2004, deadline.
- Collect the inventory and updates from the field office(s); review, certify, and then forward the completed inventory to NBC for input into the Fixed Asset (FA) Personal/Real Property Management system.

Field Office Managers shall:

- Establish an "Inventory Team" consisting of the Field Office Property Manager, Field Office Engineer, Fire Resource Manager as appropriate, recreation personnel as appropriate, and other personnel as needed to complete the inventory.
- Ensure coordination between engineering personnel, fire resources and recreation employees where applicable, and property management staff.
- Review final supporting documentation for completeness and accuracy, and ensure that the inventory is conducted in a timely manner to meet deadlines set forth by the State Office Property Manager.
- Sign the certification and submit it to the State Office Property Manager by the due date.

Field Office Property Manager shall:

- Coordinate and conduct the Real Property inventory. Work with Engineers and Fire Resource Managers as needed to obtain an accurate inventory and certification.
- Certify that the inventory has been completed.
- Provide a copy of FA300, certification cover sheet with proper signatures, and any addition or deletion supporting documents to the State Property Manager.

Field Office Engineer/Fire Resource Manager & Recreation Personnel (as appropriate) shall:

- Cooperate with State and Field Office Property Managers to ensure completion of the inventory and necessary paperwork for additions/deletions.
- Certify that the inventory has been completed.

BC-653 Real Property Staff shall:

- Review the submissions from each State Office and determine what assets need corrective action in the system.
- Monitor the status of all field office property management inventories for the Washington Office and ensure that property management inventories are submitted by field offices.
- Reconcile real property assets with the Bureau General Ledger (GL) control accounts.

Procedures and Steps for Conducting Real Property Inventories

1. Print Real Property inventory records (FA300 Report).
 - Go to <http://mis.blm.gov/index.html>
 - Choose Property, Space, & Vehicle
 - Click on your State
 - Scroll down to the FA Real Property Reports
 - Choose the FA300 Brio report
 - Highlight the location code appropriate for your inventory
 - Choose "Click to Select the FA300 Report"
 - Print these records for inventory validation

To locate the appropriate locations on the FA300 that your team needs to inventory, please refer to Attachment 4.

2. The inventory team must visit all sites to validate the completeness and accuracy of the Real Property Inventory. The physical site makeup must be compared to FA300 inventory information.
3. Look for discrepancies between the FA300 and your own records regarding acquisition costs or descriptions. Suggested changes should be annotated directly on the FA300 report that will be turned into BC-653. While the focus is on current capitalized sites, please consider sites that are not currently in the Real Property Inventory; these sites may also contain new buildings, structures, or improvements that need to be added to the Real Property records based on the \$100,000 per item capitalization threshold. Special attention should also be paid to items that need to be removed from the FA records.
4. Review Additions to Real Property Records - Additions, based on the current \$100,000 per item threshold, will require the following supporting documentation:
 - o Acquisition Documents
 - o Copies of Receiving Reports (with acquisition date information)
 - o 1310-11 Completion Form
 - o 1530 Property Forms
 - o Financial Payment Documents
5. Review Deletions from Real Property Records - Items listed on the FA300 that no longer exist must be properly disposed of. Appropriate disposal documents must be forwarded with the inventory and certification.
6. When the physical inventory is complete, the Field Office Property Manager, the Field Office Engineer, Recreation personnel/Fire Resource Manager when appropriate, and Field Office Manager must sign off on the inventory certification cover sheet (Attachment 3). This certified inventory (annotated FA 300 report) with all supporting documents related to corrections, additions, and/or deletions should then be forwarded to the State Office Property Manager for final certification.

7. The State Office Property Manager should review the inventory for completeness, certify the inventory, and then forward the completed package to BC-653. All corrections, additions, and/or deletions, along with supporting documents, must be forwarded with the inventory and certification.

Note: Information and guidance regarding Real Property policy and procedures can be referenced on the property web site main page, <http://web.nc.blm.gov/property/>.

Real Property Inventory Certification

Organization Office Location(s): _____

I hereby certify that a physical real property inventory was completed for FY 2004, and that the attached information accurately describes and accounts for the real property assigned to this location.

Field Office Property Manager

_____ (Signature)	_____ (Print Name)
_____ (Title)	_____ (Date)

Field Office Engineer

_____ (Signature)	_____ (Print Name)
_____ (Title)	_____ (Date)

Recreation Personnel/Fire Facilities Manager (when appropriate)

_____ (Signature)	_____ (Print Name)
_____ (Title)	_____ (Date)

Field Office Manager

_____ (Signature)	_____ (Print Name)
_____ (Title)	_____ (Date)

State Office Property Manager

_____ (Signature)	_____ (Print Name)
_____ (Title)	_____ (Date)

REAL PROPERTY FACILITIES

ACCOUNTABLE OFFICE

SITE NAME

RP

ALASKA

AK310	FAIRBANKS ADMINISTRATIVE SITE	R0409
AK310	GALENA ADMINISTRATIVE SITE	R0431
AK310	FT. WAINWRIGHT ADMINISTRATIVE SITE	R0453
AK310	GALENA FIRE MANAGEMENT HOUSING	R0457
AK310	MARION CREEK CAMPGROUND	R1585
AK910	CAMPBELL TRACT FACILITY	R0401
AK910	GLENNALLEN ADMINISTRATIVE SITE	R0406
AK910	MCGRATH FIRE CONTROL STATION	R0408
AK910	PAXSON LAKE CAMPGROUND	R1064
AK910	SOURDOUGH CREEK CAMPGROUND	R1235
AK910	MAYFLOWER ISLAND ADMINISTRATIVE SITE	R1628

ARIZONA

AZ010	VIRGIN RIVER CAMPGROUND	R1078
AZ030	KINGMAN SEAT BASE	R1625
AZ040	SAFFORD AIR OPERATIONS CENTER	R1507
AZ050	SENATOR WASH RECREATION SITE (CA)	R0383
AZ050	SQUAW LAKE RECREATION SITE (CA)	R0904
AZ050	SOUTH MESA RECREATION SITE (CA)	R1034
AZ060	SAN PEDRO HOUSE	R1186
AZ060	KINGSTON RANCH/TUCSON OFFICE SITE	R1412
AZ070	EMPIRE LANDING RECREATION SITE (CA)	R0732

CALIFORNIA

CA160	WASHBURN RANCH ADMINISTRATIVE SITE	R1319
CA160	WASHBURN RANCH ADMINISTRATIVE SITE	R1319
CA160	SQUAW LEAP RECREATION COMPLEX	R1320
CA160	MARCUS ULYSSES RANCH	R1351
CA160	PIEDRAS BLANCAS LIGHT STATION	R1618
CA180	COSUMNES VISITOR CENTER	R1145
CA180	RAILROAD FLAT CAMPGROUND	R1322
CA180	WILLOW PLACER CAMPGROUND	R1323
CA180	MCCABE FLAT CAMPGROUND	R1324
CA320	TOLKAN CAMPGROUND	R0083
CA320	KING RANGE ADMINISTRATIVE SITE	R0625
CA320	WEST VALLEY FIRE STATION	R1589
CA330	NADELOS CAMPGROUND	R0082
CA330	WAILAKI CAMPGROUND	R0084
CA330	BLACK SANDS BEACH TRAILHEAD	R1332
CA350	SUSANVILLE ADMINISTRATIVE SITE	R0068
CA350	RAVENDALE FIRE STATION	R0607
CA350	HOBO CAMP DAY USE AREA	R0971
CA370	SURPRISE ADMINISTRATIVE COMPLEX	R0524
CA610	CA DESERT DISCOVERY CENTER	R0614
CA650	SALT WELLS WH & B & FIRE STATION	R1487
CA650	JAWBONE VISITOR CENTER	R1506
CA650	OLANCHA FIRE STATION	R1670
CA660	SANTA ROSA VISITOR CENTER	R1114
CA660	DOS PALMAS PRESERVE	R1486
CA670	IMPERIAL-CAUHILLA RANGER STATION	R0684
CA670	MIDWAY CAMPING PAD	R1488
CA670	GECKO CAMPGROUND	R1489
CA670	ROADRUNNER CAMPGROUND	R1491
CA670	BUTTERCUP CAMPGROUND	R1502
CA670	OSBORNE OVERLOOK	R1503
CA680	APPLE VALLEY FIRE STATION	R0996
CA680	OWL CANYON CAMPGROUND	R1504
CA680	EL MIRAGE DRY LAKEBED	R1505

COLORADO

CO100	CRAIG OFFICE SITE	R0382
CO150	MONTROSE ADMINISTRATIVE SITE	R0328
CO200	FIVE POINTS RECREATION SITE	R1225
CO510	BLANCA WETLANDS RECREATION SITE	R1611
CO602A	GRAND JUNCTION AIR CENTER	R0987
CO810	ANASAZI HERITAGE CENTER	R1250

NIFC

FA100	NIFC	R0512
-------	------	-------

IDAHO

ID074	HELL'S HALF ACRE INTERPRETIVE SITE	R1352
ID074	EGIN LAKES CAMPGROUND	R1479
ID074	BYINGTON RECREATION SITE	R1622
ID074	CRESS CREEK TRAIL	R1629
ID075	POCATELLO AIR TANKER BASE	R1615
ID076	SHOSHONE ADMINISTRATIVE SITE	R0569
ID077	LUD DREXLER PARK	R0613
ID077	BURLEY FIELD OFFICE WAREYARD	R0915
ID080	SALMON ADMINISTRATIVE SITE	R0210
ID080	COTTONWOOD RAH	R0610
ID080	HUCKLEBERRY RECREATION SITE	R0955
ID080	COTTONWOOD RECREATION SITE	R1226
ID080	PINK HOUSE RECREATION SITE	R1347
ID080	BLACKWELL ISLAND RECREATION SITE	R1493
ID090	STECK RECREATION SITE	R0264
ID090	BOISE DO/WAREHOUSE COMPLEX	R0670

MONTANA

MT010	POMPEY'S PILLAR	R1379
MT020	MILES CITY ADMINISTRATIVE SITE	R0324
MT060	LEWISTOWN FIELD OFFICE	R0305
MT060	JAMES KIPP RECREATION AREA	R1000
MT060	LITTLE ROCKIES FIRE STATION	R1481
MT070	HOLTER LAKE RECREATION SITE	R0734
MT070	DEVIL'S ELBOW RECREATION SITE	R1501
MT100	FT. MISSOULA ADMINISTRATIVE SITE	R0363
MT910	BILLINGS RETARDANT AIR TANKER BASE	R1610

NEW MEXICO

NM010	EL MALPAIS NATIONAL CONSERVATION AREA	R1409
NM020	WILD RIVERS RECREATION AREA	R0343
NM020	SANTA CRUZ RECREATION SITE	R0358
NM020	RIO GRANDE GORGE RECREATION AREA	R1227
NM030	AGUIRRE SPRINGS RECREATION SITE	R0718
NM030	DRIPPING SPRINGS RECREATION SITE	R1475
NM060	VALLEY OF FIRE RECREATION AREA	R1480
NM070	FARMINGTON ADMINISTRATIVE SITE	R0325
NM090	AMARILLO PLANT SITE	R0402
NM090	CRUDE PIPELINE	R0403
NM090	CLIFFSIDE FIELD	R0404
NM090	EXELL PLANT	R0405

NEVADA

NV010	WILSON RESERVOIR RECREATION SITE	R1005
NV010	ELKO FIELD OFFICE COMPLEX	R1033
NV010	CARLIN FIRE STATION	R1627
NV020	MCDERMITT FIRE STATION	R1458
NV030	SPORTSMANS BEACH RECREATION SITE	R0272
NV030	INDIAN CREEK RES. RECREATION SITE	R0660
NV040	PONY SPRINGS FIRE STATION	R1482
NV050	RED ROCK CONSERVATION AREA	R0532
NV050	LAS VEGAS ADMINISTRATIVE SITE	R0554
NV050	DESERT TORTOISE CONSERVATION CENTER	R1608
NV060	TONOPAH RAH OFFICE COMPLEX	R1500
NV060	BATTLE MOUNTAIN AIR TANKER BASE	R1614
NV910	NAT'L WILD HORSE & BURRO CENTER @PALOMINO VLY	R0659

OREGON

OR010	LAKEVIEW INTERAGENCY SITE	R0113
OR010	GERBER RECREATION AREA	R0117
OR010	FT ROCK GUARD STATION	R0122
OR010	KLAMATH FALLS ADMINISTRATIVE SITE	R1420
OR020	SOUTH STEENS CAMPGROUND	R0101
OR020	WILD HORSE HOLDING FACILITY	R0672
OR020	FRENCHGLEN GUARD STATION	R0991
OR030	VALE ADMIN SITE	R0067
OR030	BURNS JUNCTION ADMINISTRATIVE SITE	R0674
OR030	NATIONAL HISTORIC OREGON TRAIL FLAGSTAFF HILL	R1428
OR080	FISHERMEN'S BEND RECREATION SITE	R0140
OR080	HORNING SEED ORCHARD	R0189
OR080	ALSEA FALLS RECREATION SITE	R0501
OR080	WILDWOOD RECREATION AREA	R0505
OR080	SALEM DISTRICT OFFICE	R0886
OR080	YAQUINA HEAD OUTSTANDING NATURAL AREA	R1008
OR090	WHITTAKER RECREATION SITE	R0092
OR090	SHOTGUN CREEK RECREATION SITE	R0637
OR090	EUGENE DISTRICT WETLANDS OFFICE	R0924
OR090	TRAVIS TYRRELL SEED ORCHARD	R1120
OR100	SUSAN CREEK RECREATION SITE	R0100
OR100	OSPREY BOAT RAMP RECREATION SITE	R0407
OR100	CAVITT CREEK RECREATION SITE	R0537
OR100	ROSEBURG DISTRICT COMPLEX	R0594
OR110	HYATT LAKE RECREATION SITE	R0593
OR110	CHARLES A SPRAGUE ORCHARD	R0664
OR110	MEDFORD FIELD OFFICE COMPLEX	R0668
OR110	PROVOLT SEED ORCHARD	R0972
OR120	LOON LAKE RECREATION SITE	R0073
OR120	DEAN CREEK ELK VIEWING AREA	R1419
OR120	NORTH SPIT BOAT RAMP	R1477
OR120	NEW RIVER ACEC	R1609

UTAH

UT010	FILLMORE ADMIN SITE	R1612
UT020	MUSKRAT SPRINGS FIELD OFFICE	R0919
UT020	VERNON FIELD STATION	R0920
UT020	VERNON FIRE STATION	R1669
UT030	ESCALANTE INTERAGENCY ADMINISTRATIVE SITE	R0294
UT030	CANNONVILLE VISITOR CENTER	R1619
UT030	BIG WATER VISITOR CENTER	R1620
UT050	HANKSVILLE ADMINISTRATIVE SITE	R0263
UT050	OASIS CAMPGROUND	R0965
UT050	LITTLE SAHARA ADMINISTRATIVE SITE	R0966
UT050	WHITE SANDS CAMP	R1018
UT060	PRICE ADMINISTRATIVE SITE	R0229

WYOMING

WY010	WORLAND ADMINISTRATIVE SITE	R0892
WY030	RAWLINS ADMINISTRATIVE SITE	R0307
WY040	ROCK SPRINGS ADMINISTRATIVE SITE	R0895
WY060	PLATTE RIVER RESOURCE AREA	R1070
WY060	NATIONAL HISTORIC TRAILS CENTER	R1621